

DETERMINATION OF RETIREMENT COVERAGE FOR TRANSFERS
AND CONVERSIONS

NAME OF EMPLOYEE

SOCIAL SECURITY NO.

DATE OF APPOINTMENT

A. EMPLOYMENT HISTORY WORKSHEET *(Use additional forms if necessary)*

TYPE OF PERSONNEL ACTION	TYPE OF APPOINTMENT	RETIREMENT COVERAGE	EFFECTIVE DATES		FOLLOW A BREAK IN SERVICE(Y/N)	ELIGIBLE TO ELECT FERS(Y/N)
			FROM	TO		

B. COVERAGE DETERMINATION TABLE

STEP	DECISION FACTOR	YES	NO	IF YES	IF NO
1.	Does employee qualify as a senior official?			See FPM Supplement 830-1, chapter 101.	Go to Step 2.
2.	Was last employment under another Federal retirement system (e.g. FRS)?			Skip to Step 5.	Go to Step 3.
3.	Was last appointment covered by OASDI (FICA) only?			Go to Step 4.	Employee retains previous coverage.
4.	Did employee previously have FERS coverage?			Skip to Step 11.	Go to Step 5.
5.	Was employee first hired after 12/31/83?			Skip to Step 11.	Go to Step 6.
6.	Is the appointment temporary NTE 1 year or intermittent and not career or career conditional?			Employee covered by FICA only (code 2) unless specifically excluded by law from FICA (REF. FPM Supp. 832-1). If excluded by law from FICA, then coverage would be code 4 (none).	Go to Step 7.
7.	Is the appointment excluded from CSRS by law or regulation?			Go to Step 8.	Go to Step 9.
8.	Does employee meet the 5-year test?			Employee covered by FICA only (code 2) unless specifically excluded by law from FICA (REF. FPM Supp. 832-1). If excluded by law from FICA, then coverage would be code 4 (none). Employee has option to elect FERS.	Employee covered by FERS (code K). HOWEVER, if employee is subject to the special law enforcement or firefighter retirement provisions under Section 8412(d), Title 5 USC, then coverage will be code M (FERS).
9.	Is appointment now subject to FICA?			Go to Step 10.	Employee covered by CSRS (code 1). HOWEVER, if the employee is subject to the special law enforcement or firefighter retirement provisions of Section 8336(c), Title 5 USC, then coverage will be code 6 (CSRS). Employee has option to elect FERS.
10.	Does employee meet the 5-year test?			Employee covered by CSRS Offset (code C). HOWEVER, if the employee is subject to the special law enforcement or firefighter retirement provisions of Section 8336(c), Title 5 USC, then coverage will be code E (CSRS offset). Employee has option to elect FERS.	Employee covered by FERS (code K). HOWEVER, if employee is subject to the special law enforcement or firefighter retirement provisions under Section 8412(d), Title 5 USC, then coverage will be code M (FERS).
11.	Is the appointment temporary NTE 1 year or intermittent and not career or career conditional (i.e., excluded from FERS)?			Employee covered by FICA only (code 2) unless specifically excluded by law from FICA (REF. FPM Supp. 832-1). If excluded by law from FICA, then coverage would be code 4 (none).	Employee covered by FERS (code K). HOWEVER, if employee is subject to the special law enforcement or firefighter retirement provisions under Section 8412(d), Title 5 USC, then coverage will be code M (FERS).

RETIREMENT COVERAGE

CODE

PREPARED BY

DATE

VERIFIED BY

DATE